

## **City of St. Marys, GA – Request for Proposals**

### **IT Comprehensive Managed Services**

The City of St. Marys, GA requests proposals from qualified vendors of Information Technology Managed Services. Response to this call for qualification proposals will allow the City to rank the various responders and enter into negotiations with the vendor whose proposal is most advantageous to the City with price and other factors of expertise considered.

The City of St. Marys, GA is located at 418 Osborne Street in St. Marys, GA 31558. The City provides services such as Police, Fire, Public Works, Municipal Court, Planning & Building, as well as fiscal departments, special events, and various administrative and support functions. The City employs approximately 140 staff and has an annual budget of approximately \$23 million. The fiscal year begins on July 1 and ends on June 30 each year.

With the IT Manager position at the City currently vacant, the City is considering a move towards a "comprehensive managed services" approach for IT planning and support. It is the desire of the City to consolidate this management under one partnership agreement with a qualified firm or group to support the entire IT environment. Currently there is one employee dedicated full-time to IT operations. However, the successful contractor will report to the City Manager, or their designated IT liaison, and be directed accordingly. The selected provider will provide all professional IT staff services to achieve the following mission:

- 1) Provide on-site support for the City IT needs for daily operations according to the terms specified in this document.
- 2) Support the current and future IT infrastructure assessment and planning needs by developing, organizing, and advising the City regarding the creation of a Five Year (5) IT Technology Plan.

By responding to this RFP there is no expressed or implied obligation for the City to reimburse responding vendors for any expenses incurred in preparing proposals in response to this request.

To be considered, the proposer shall submit:

- (2) separate, sealed envelopes (one envelope for content and one envelope for pricing) via hand-delivery or mail
- (1) electronic copy (CD/DVD, flash drive, etc.) of your proposal
  - Include separate folders on the CD/DVD, flash drive, etc. for content and pricing

Proposals shall be submitted in a sealed container/envelope with the bidders name and address clearly marked on the front of the package. Competitive sealed proposals will be received at the City of St. Marys, 418 Osborne St., St. Marys, GA 31558 until, but no later than 2 pm, on Thursday, July 28, 2016, at which time said sealed proposals will be publicly opened and vendor's names will be read aloud. Proposals received after the required time or in any other location other than the City of St. Marys City Hall will not be accepted. Neither faxed nor email submissions will be accepted.

Copies of the proposal specifications may be obtained from Amy Peebles in the City of St. Marys Finance Department located at 418 Osborne Street, St. Marys, Georgia, 31558. Copies may also be requested via phone at 912-510-4044 or email at Amy.Peebles@stmarysga.gov. A street address, contact person, phone and fax number must be provided to ensure prompt delivery and notification of addenda.

On Tuesday, July 12, 2016 beginning at 9 am and again at 2 pm at the St. Marys City Hall, any interested proposer may inspect the existing City IT Infrastructure. This includes the server rooms at City Hall, Public Works, and the Police Department. Also, an elective (non-mandatory) pre-bid meeting will be held via web conference on Friday, July 15, 2016 beginning at 10 am. Any additional questions may be submitted for response by emailing IT@stmarysga.gov. All questions must be requested in writing and will be answered in writing. Following 5 pm on Tuesday, July 19, 2016, questions will no longer be taken.

Unauthorized contact regarding this request for proposals with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of St. Marys. Vendors should rely only on written statements.

The City reserves the right to reject any or all proposals submitted as it deems appropriate and in the best interest of the City and to waive informalities and to re-advertise, pursuant to federal and state law.

During the evaluation process, the Evaluation Committee and the City reserve the right, when it may serve the City's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City or the Evaluation Committee, vendors submitting proposals may be requested to make oral presentations as part of the evaluation process. Such presentation requests will be made on an as needed basis.

The City reserves the right to retain all proposals submitted and to use any idea(s) or concepts in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the vendor of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in a subsequent contract between the City and the firm selected.

It is anticipated that the ranking of the top proposals will be completed by August 31, 2016. The City shall negotiate in good faith with the proposers as ranked. If negotiations with the top proposer are not successful then the City will move on to the next proposer until the City has made a final selection and successfully negotiated and approved a contract agreement for services.

Following notification of the selected vendor, it is expected that a contract will be executed between both parties within six to eight weeks after award date.